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Civil Engineering

FAMILY HOUSING PROGRAM



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This instruction is designed to acquaint housing occupants with the policies relating to family housing. The policies here apply to all occupants of military family housing on Pope Air Force Base. The following pages explain the Air Force's responsibility toward your home, as well as what we expect from you. It is impossible to itemize every small detail of our responsibilities and yours. If you are considerate of your neighbors and treat your home as if you were the owner, we can assure you that relationships are enhanced at all levels. Your home represents a substantial investment by the United States Air Force and by all of us as taxpayers.

SUMMARY OF REVISIONS

Update repair costs for occupant liability. Updates care of exterior and inspection information. Adds information on Carbon Monoxide (CO) detectors. Adds safety requirements for trampolines, runners/joggers, bicycles, skateboards, scooters, and skaters/bladers. Updates information concerning flags in Military Family Housing (MFH).

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1. Air Force Responsibilities.

1.1. The following will be performed by the base in support of your assigned military family housing unit: all maintenance and repair, refuse collection and disposal, pest control to protect Air Force property, snow removal from streets, fire and police protection.

1.2. Initial Inspections. A housing representative along with the occupant will perform an initial inspection to identify and document on an AF Form 227, **Quarters Condition Inspection Report**, any discrepancies pertaining to the unit/appliances. This inspection will be performed at time of assignment or not later than 2 days thereafter.

1.3. Maintenance and Repair. The Base Civil Engineer has primary responsibility for the maintenance of your home. Here at Pope AFB such work is handled by contract. Service calls should be placed directly to the contractor at 436-1181. If no answer, call 1-800-947-2136. After a call or request is received by the Contractor Service Call Desk, the service call specialist immediately assigns and provides you with a job order number and an approximate date and time the work will be performed. There are three categories of service: emergency, urgent and routine. The category determines when the service will be accomplished.

Emergency - within 4 hours

Urgent - within 16 hours

Routine - within 9 days

1.3.1. Emergency service calls are work requirements, which should receive immediate attention. Some examples are:

1.3.1.1. A structural, utility, or mechanical problem that could cause loss of life or property.

1.3.1.2. Serious damage affecting health, safety, security or mission.

1.3.1.3. Complete utility failure (electricity, gas, heat, water, sewage or air conditioning).

1.3.1.4. Families with medical waivers.

1.3.2. If you believe the service you are receiving from the contractor is inadequate, then let us know. Please call the MFH Maintenance Contract Quality Assurance Evaluator (QAE) at 4-1003.

1.4. Recycling/Refuse Collection and Disposal. You will receive refuse pick-up once a week on Fridays. Yard debris will be collected on Fridays, bagged and bundled or piled at curbside. (Not in refuse containers). Residents must separate recyclables from other refuse and place in government furnished recycling containers. A container has been provided for this purpose. Pick up is once per week on Fridays, as it is for the other refuse. The list of recyclables may change from time to time. Get current list

from Housing Office. No hazardous or liquid waste shall be accepted or disposed of in a sanitary land-fill.

1.4.1. Refuse containers are contractor provided for military family housing units. You are responsible for cleaning the refuse containers. Refuse and garbage in excess of refuse container capacity is to be placed in appropriate containers (plastic bags, bundles, etc.) and placed curbside the morning of pick-up service. Please return can to storage area after pick-up.

1.4.2. The disposal of dead animals found on base, not house pets, is a Base Civil Engineer responsibility.

1.5. Insect Control. Your house was inspected for insects before you moved in. The occupant is expected to take all measures to prevent and/or control insects. If infestations occur which are beyond your control, call the MFH maintenance contractor at 436-1181.

1.6. Lockouts. An emergency key is maintained for your unit at the Housing Management Office. After duty hours contact the Security Forces Desk, 4-2800, for assistance. Keys will only be issued to your sponsor, spouse or dependents that have proper identification. Replacement of lost keys is the occupant's responsibility. Where reproduction is prohibited, the occupant will reimburse cost of keys, as well as re-keying the locks, if necessary at termination if keys are missing. Damage incurred to gain entry will require reimbursement to the government for repairs.

1.7. Grounds Care. Common areas beyond 50-feet from your unit are government responsibility, including major pruning. Seed and fertilizer are provided by the Civil Engineers, Self Help Store, 4-2830. Seasonal announcements will be made through the Official Bulletin and the Carolina Flyer.

1.8. Snow Removal. Occupants are responsible for removal of snow from their driveway and side-walks adjacent to their unit. Civil Engineers will provide snow removal on the streets after equipment from priority tasks becomes available.

1.9. Appliances. Ranges, refrigerators and dishwashers are government furnished and serviced. These appliances are assigned by serial number and recorded on the AF Form 227. If you have problems, do not attempt repairs or adjustments. Problems should be called in as a service call to the Contractor Service Call Desk, 436-1181.

1.9.1. Privately Owned Appliances. Ranges and refrigerators are forced issue items. Your personal appliances can be stored, or you may use them in the quarters. You are liable for any damage to the government appliances, therefore they should remain connected inside the house, since being out in the carport/storage room causes rust and mildew problems. Units should be also cleaned properly.

1.9.2. Air Conditioning/Heating Systems. All maintenance of the heating and air conditioning systems, is the responsibility of the MFH maintenance contractor. Tampering with the thermostat, accessories or other controls, other than resetting temperature and timer, is not authorized. These are delicate instruments and any damage will be considered beyond fair wear and tear for which the occupant will be held responsible.

1.10. Filters. Air conditioning/heating unit filters are government furnished. Occupants are responsible for periodic change out of filters and cleaning of permanent type filters. For maximum efficiency from your unit, change disposable filters every 30 days and clean permanent filters every 2 weeks. Replacement filters are available at the Self-Help Store, 260 Boxcar Road, and can be reached at 4-2830.

1.11. Civil Engineers Self-Help Store. Numerous assorted items for maintaining your home may be acquired from the Civil Engineers Self-Help Store located at 260 Boxcar Road. See [Attachment 2](#).

1.12. Name Signs. A name sign for your family-housing unit will be provided. As a condition of occupancy, your name sign must be displayed. Installation and removal of letters is the responsibility of the occupants.

2. Occupant Responsibility.

2.1. Leave or Extended TDY. If you will be absent from your quarters, leaving it unoccupied for extended periods (over 5 days), you must make arrangements for security, prudent care and periodic inspections of your quarters. You can fulfill the responsibility through written notification to the Housing Management Office of your intended absence and the name of the person designated by you who will have access and will perform normal occupant maintenance. Also, notify Security Forces for patrol purposes.

2.2. Liability for Damage to Family Housing, Equipment and Furnishings. Under Federal Law (10 U.S.C. 2775), as amended by the FY 85 MILCON Authorization Act. Members of the Armed Forces occupying military family housing shall be held liable and accountable for loss or damage to family housing, equipment or furnishings caused by the abuse or negligence of the member, the member's dependents and/or the member's guest. While the amount of liability is limited to 1 month's basic pay in cases of simple negligence, members are liable for the full amount of damages or loss in cases of willful misconduct or abuse. AFMAN 23-220, *Reports of Survey for Air Force Property*, provides guidance on how to determine responsibility and pecuniary liability. It explains on which situations claims may be waived or limited, as in the case where damage is caused by the member's dependents or the member's guests and the member had no opportunity to prevent the damage. It also establishes procedures for processing reports of survey; provides direction on how to request reconsideration and describes appellate procedures for unwaived claims. It also explains how to submit requests for remission of debts in the case of enlisted members.

2.3. Insurance. While occupying government military family housing, you may want to consider buying commercial insurance to protect yourself in case of a major loss. Such insurance should specify clearly that personal liability coverage for loss or damage involving government quarters furnishings and equipment is included. A common policy for this coverage would likely be a renter's policy, which would cover your personal property, as well as personal liability for government property. You may be able to obtain liability coverage for government property without insuring your personal property if you do not desire to insure the latter. Replacement values based on maximum net square footage and the grade authorized by public law, which will be provided by the MFH office. The Housing Manager or Staff Judge Advocate can answer specific questions.

2.4. Determining Replacement Costs. In determining replacement costs and in counseling military family housing occupants and applicants, the housing manager should use lower amounts determined by either of the following procedures:

2.4.1. Multiply \$37 per square foot times the gross floor area shown on the real property record (7115 report).

2.4.2. The amounts shown in the following table:

<u>RANK</u>	<u>BEDROOM</u>	<u>\$ /000</u>
E-1 thru E-6	2	42
	3	53
	4	59
	5	68
E-7 thru E-9 and 0-1 thru 0-3	2	42
	3	59
	4	64
	5	68
0-4 thru 0-5	3	62
	4	68
0-6	4	75
0-7	4	92
Example: TSgt occupies a unit designated on real property records as company grade 3 bedroom, or (distributed for assignment purposes to junior noncommissioned officer) which has 1537 sq. ft (gross): \$37 X 1537sq ft = \$56,869 or from chart \$53,000.		
In this case, member's liability is limited to \$53,000 (the lesser amount), in which case the member may wish to obtain insurance for \$53,000. In no case will a member's liability for damages caused by gross negligence or willful misconduct exceed the amount the Air Force is authorized to spend on replacement construction.		

2.5. Damages to Quarters. Damages to quarters beyond reasonable wear and tear is the occupant's responsibility. Repairs/replacements must meet Air Force standards. Your family housing office can fully explain your options to repair/replace-damaged items and the method of payment.

2.6. Repair Costs. Following is a representative list of most commonly damaged or destroyed items. The list is not all-inclusive, but it is intended to show typical costs. These costs may vary, depending upon circumstances encountered. Costs include labor.

Broken Windows	\$263.00 - 330.00
Repair Garbage Disposal	\$80.00
Repair Door (closet or other interior door)	\$80.00
Replace Door Lock	\$119.00 per lock
Replace Trim (1 to 10ft)	\$23.80
Replace Parquet Floor Tile (6' x 6')	\$ 4.99 per sq ft

Replace Vinyl Floor Tile	\$ 1.79 per sq ft
Replace Light Globe	\$35.00
Replace Medicine Cabinet Mirror	\$40.00
Replace Window Screen	\$25.00
Replace Aluminum Storm Door	\$140.00
Replace Exterior Storage Room Door	\$210.00
Replace Thermostat	\$88.00
Rekey Lock	\$39.00 per core
Replace Carpet	\$21.50 per sq ft
Replace Keys	\$5.00 each
Other types of damages occupants are responsible for may include damage to yard or house caused by pets, damages resulting from water beds, damage to thermostats, damage to appliances and any damage resulting from self-help projects.	

2.7. Energy Conservation. As a MFH occupant, we need your assistance in conserving energy. Fewer dollars for MFH and rising utility costs behoove us all to use common sense - do everything possible to conserve all our precious utilities. Do your part to conserve energy by completing the Home Energy Conservation Checklist.

2.7.1. Water. It is not intended that normal and reasonable use of water be restricted. However, since excessive usage results in increased costs and depletion of the source of supply, it is necessary that all waste be eliminated. Watch the base bulletin for lawn watering schedules should they be required.

2.7.2. Heating. Recommended temperature settings are as follows: Heat (Day 68/Night 65), A/C (Day 78/Night 80). Hot water heater settings should not exceed 125 degrees. Conservation efforts result in large monetary and energy savings without jeopardizing the health of any individual. Do your part to prevent waste of energy.

2.7.3. Electricity. An organized effort must be expended to conserve electricity by eliminating unnecessary use. You can help by minimizing the use of all electrical appliances and lights, especially during the peak demand periods of 0600 to 0800 and 1630 to 2100. Do not leave outside lights on during daylight hours.

2.8. Environment. A pleasant, healthy environment in the neighborhood is the responsibility of all residents. A few simple practices like keeping refuse cans clean and sanitary, cleaning up after pets and policing promptly when there is refuse and litter will ensure a desirable atmosphere. Burning leaves and refuse is not allowed. Waste engine oils, engine coolants, car grease and other similar products should not be poured into the plumbing or drainage systems on the ground, or placed in the trash. Such items can be disposed of at the Base Auto Skills Center, along with batteries and tires. The automotive fluids must be properly disposed of at the Auto Skills Center or off base at a recycling center.

2.9. Care of Interior.

2.9.1. Kitchen. Special attention is needed to maintain the appliances, cabinets and walls. Ovens and broiler units should be cleaned regularly as well as the top of burners to prevent grease buildup from becoming a fire hazard. Interiors of refrigerators should be cleaned regularly with

water and baking soda solution, rinsed and dried. The exterior and door gasket should be cleaned frequently to remove oil and grease. Avoid use of sharp instruments to remove ice when defrosting and do not use gritty or harsh detergents when cleaning. Avoid putting fibrous material such as onions and celery in garbage disposals as it will solidify in the pipes and cause stoppages. Avoid placing hot utensils on counter tops as this can cause permanent damage. Use only regular shelf paper in drawers and cupboards, as the use of adhesive backed paper will damage surfaces when removed. Walls should be cleaned at periodic intervals to prevent surface grease build-up.

2.9.2. Bathrooms. Walls in the tub/shower area have a tendency to mildew and should be cleaned periodically with a product to combat mildew. Doors should be left open immediately after baths to aid in evaporating condensation on the walls. Avoid flushing such items as tampons, sanitary napkins, disposable diapers, etc., down the commode. In case of plumbing stoppage try using a "plumber's friend" (plunger) and if this fails, call the MFH Maintenance contractor Service Call. Periodic cleaning of commodes will prevent calcium deposit build-up.

2.9.3. Floors. Excessive water can cause damage to any floor, especially wood. Only quality wax removers should be used to prevent wax build-up. Pay special attention to corners and baseboards for dirt build-up.

2.9.4. Carpets. Occupants are permitted to install carpeting at their own expense. No nail strips are authorized. Exterior dwelling doors will not be cut to accommodate rugs and pads.

2.9.5. Walls. Use mild soap and warm water to keep your walls clean. Do not apply adhesive backed materials, wallpaper or decals to walls as these cause damage upon removal. Use nail or building type hangers only and fill holes with spackling compound when removed. Make sure there are doorstops for all doors to prevent damage to walls.

2.10. Reporting Damage, Breakage, or Facility Failures.

2.10.1. You must report damage and structural or utility failures in your quarters to the MFH maintenance contractor at 436-1181. Whether the breakage is due to fair wear and tear, or negligence, you must initiate repairs to maintain the quality of Air Force real property and possibly prevent further damage, as in the case of plumbing leaks or roof leaks. When you make an appointment for maintenance craftsmen to visit your quarters you must be home at the appointed time. When craftsmen/craftswomen make wasted trips, many man-hours are lost and lower service results for everyone.

2.10.2. Insect Control. Insect control measures, which are ordinarily a part of good housekeeping, are your responsibility. Use only Environmental Protection Agency registered pesticides and follow label directions. For services beyond normal occupant responsibilities, call 436-1181 during normal duty hours. Insect control service will be provided by the maintenance contractor, in the event infestation is not controllable with ordinary pesticides which may be obtained at the Civil Engineers Self Help Store, Base Exchange, Commissary and off-base establishments. Excess pesticides acquired through the military supply system will be turned into the base hazardous waste accumulation site at 4-1900.

2.11. Care of Exterior.

2.11.1. Windows. Occupants are responsible for exterior cleaning of first floor windows only, unless windows are removable. Windows on the second floor which are removable from inside

must be cleaned inside and outside, along with insides on stationary windows. All windows and screens must be in place before terminating quarters.

2.11.2. Grounds Care. Your assigned area is midway between adjoining units or to the street up to 50 feet (normally) from your dwelling.

2.12. Inspections.

2.12.1. Each sponsor is expected to maintain a neat appearing lawn. The base will conduct weekly exterior inspections of all military family housing areas. Inspections are based on the standards listed below. We issue discrepancy notices annotated on Pope Form 458, **Maintenance of Military Family Housing Facilities and Grounds**, to occupants not meeting appearance standards. Three discrepancy notices in a 6-month period could mean a directed move off base.

INSPECTION STANDARDS FOR MILITARY FAMILY HOUSING	
ITEM	STANDARD
Grass Mowing	This should be accomplished as necessary to maintain a neat appearance. Grass should not exceed 3" in height.
Edging of Grass along Sidewalks, Driveways and Roadways	Edge sidewalks and roadways to maintain a neat appearance. Please do not dig a trench when you edge.
Grass in Cracks and Crevices	All grass should be removed from cracks in sidewalks, driveways and parking spaces. This should be done at least weekly. (Round up is available at the Self-Help store).
Bushes	Trim bushes at least every 4 weeks and to a height of no more than 5 ft.
Removal of Debris, Leaves, Etc.	The lawn must be free of debris (papers, cans, and candy wrappers, etc.) and leaves. Additionally, items such as tires, plywood, or other miscellaneous items leaning against house or carport must be removed and stored.
Vehicles	Repairs of vehicles are not authorized in carports, driveways and parking spaces. Do this work at the Auto Hobby Shop. DO NOT LEAVE CARS ON ANY TYPE OF JACKS UNATTENDED FOR ANY REASON.
Snow and Ice Removal	Remove snow and ice "as needed" from sidewalks and driveways.
The base is responsible for common areas (playgrounds, etc.). You may plant flowers or plants in the front, rear and side of houses. Upon termination, grounds must be returned to their original configuration unless accepted by the new occupant. Do not plant seeds or beans that are poisonous or can be a hazard. Keep your flowerbeds neat and clean of weeds and grass. Any type of fence or border must be approved on a self-help work request AF Form 332, Base Civil Engineer Work Request .	

Many MFH residents enjoy taking special pride in maintaining their quarters, and we like to recognize these special people. As part of our community inspection program from May to October, the base selects an occupant from each housing area for the Lawn of the Month Award. These individuals compete for Lawn of the Year and receive special recognition. Base wide recognition is given to the winners. BE ONE OF THE COMPETITORS!

3. Fire Protection.

- 3.1. The Fire Department is responsible for instructing occupants on the procedures to follow in case of fire. As head of your household, you in turn should instruct all members of your family in fire prevention.
- 3.2. Instructions of Prevention. You are required to attend a Fire Prevention briefing within 30 days after moving into base housing. A member of the Fire Prevention office will conduct this briefing at the base Fire Station (building 250). The Housing Office will provide an appointment time upon assignment of MFH.
- 3.3. Smoke Detectors. Inspection of the smoke and CO detectors shall be performed at the initial inspection of your quarters. You are required to perform an operational test of the Detectors once a month, and report any deficiencies to the Housing Maintenance Contractor for repairs. The Housing maintenance contractor shall conduct an inspection of the detectors during the semi-annual HVAC Preventive Maintenance performance period.
- 3.4. Storage of Gasoline or other flammable liquids is limited to three gallons. Flammables should never be stored in the home. Outside storage areas should be child proof. Never store flammables near the hot water heater, or in mechanical rooms. Gasoline shall only be stored in an approved container designed to hold gasoline.
- 3.5. Barbecue Grills should be lit and supervised by adults only. They should be kept free of building overhangs and porches. They should always be kept at a reasonable distance from all combustible structures.
- 3.6. Clothes Dryer. Check and clean the clothes dryer lint trap often. Never place plastic articles in your dryer. Appliances should not run unattended.
- 3.7. Cooking Appliances. Never leave cooking unattended, especially when cooking with grease or anything that produces its own grease. Should a grease fire occur, cover the burning pan with a lid, turn off the appliance, and call the Fire Department. NEVER USE WATER! DON'T ATTEMPT TO MOVE THE PAN! The kitchen exhaust fan filter should be cleaned often to prevent the accumulation of grease.
- 3.8. Fire Evacuation Plan. A home fire evacuation plan should be made with primary and alternate routes of escape in the event of a fire. Establishing and practicing your escape plan, as a family activity, can save the lives of your loved ones. The Fire Department should be made aware of handicapped family members.
- 3.9. Housekeeping. Keep refuse from accumulating in closets, attics, and storage areas, near wall heaters and hot water heaters. Keep leaves from building up next to your building.
- 3.10. Power Equipment. Lawn mowers and edgers should not be refueled while the motor is running. Equipment should have sufficient time to cool before refueling.

3.11. Fire/Emergency Reporting Procedures. Immediate and accurate reporting of a fire or emergency is essential to minimizing fire loss and to reduce emergency vehicle response time. Any person discovering a fire, potential fire, and extinguished fire, or emergency situation must report it immediately to the Fire Department using the 911 emergency reporting system. This includes any fire, whether it has burned itself out or been extinguished without the aid of the Fire Department. All emergencies (Police, Fire, or Medical) are reported by dialing:

- 3.11.1. From Base extension telephones - 911
- 3.11.2. From Military Housing - 911
- 3.11.3. Cellular Phone and payphone - 394-0911
- 3.11.4. Temporary Lodging and Pope Elementary School - 8-911

3.12. Any questions on Fire Prevention should be directed to Technical Services at 4-4778/1435. If no answer, call 4-2464, the base Fire Department.

4. Security Forces.

4.1. Security Forces. The Installation Commander is responsible for the control and safeguard of all base property. Routine patrolling of the housing area is accomplished on a daily basis by the Security Forces. Any incidents reported to security forces will be investigated. All inquiries concerning law enforcement should be directed to the Security Forces desk at 4-2800.

4.2. Parking. On base parking of privately owned vehicles will be in driveways, on the even numbered side of the street, or authorized parking areas only. Prohibited areas are:

- 4.2.1. On grass, seeded dirt areas
- 4.2.2. Within 15-feet of a crosswalk or 15-feet of a fire hydrant.

4.3. Recreational Vehicles. RVs, such as boats, campers, trailers, etc., are prohibited in housing areas. Vehicles may be kept at quarters for cleaning, packing, etc., with permission from the Housing Management Office. The designated parking area for RVs is the vehicle storage yard (adjacent to MWR). Registration for the storage lot will be at the Equipment Rental Office, Bldg 794 on Armistead Road. For more information please call 4-4730. Use of electrical connections to RVs is prohibited except when used for supplemental living area for guests for a limited time (i.e., weekends and holidays). Longer periods require approval of the Support Group Commander.

4.4. Base Curfew. We have a curfew here that applies to all persons under 17 years of age. The hours are 2300, Sunday-Thursday, and 2400, Friday - Saturday.

4.5. Firearms and Fireworks. Weapons and firearms including BB and pellet guns are authorized for safe keeping in family housing. Discharge of any firearm, including air rifles, BB and pellet guns are prohibited in family housing areas.

4.6. Crime Stop. Call 4-4111 to report a crime in progress.

4.7. Visitor Reception. To arrange entry for visitors, Pope residents should contact the Visitor Reception Center at 4-4569 with the expected time of arrival. A visitor's pass will be prepared to cover the length of the visitor's stay.

5. Good Neighbors.

5.1. Military Family Housing and close neighbors are synonymous. Full support and cooperation in the following areas are necessary:

5.1.1. Noise Control. Excessive noise is the primary complaint received by the Housing Management Office. Many Air Force folks work shifts and sleep during the day. Please be considerate.

5.1.2. Parties. Many complaints can be avoided by informing your neighbors prior to having a party.

5.1.3. Excessive Stereo/Television Volumes. Don't assume that your neighbor(s) enjoy(s) the same type of music or television programs that you do - PLEASE keep the volume down.

5.2. Control of Children. Do you know where your children are? You are responsible for the care and behavior of your children. Teach them to be good neighbors by respecting the rights of others and not annoying them or committing acts of vandalism.

5.2.1. Supervision. Your children should be closely supervised at all times. Children under 10 years of age should never be left alone.

5.2.2. Playground. Your neighbor's yard and/or street should not be used as your child's playground. There are 14 playgrounds in the housing area. You and your neighbors have the right to privacy. Your yards are private property and you have the right to ask others to leave or not to use your yard as a thoroughfare or playground.

5.2.3. Safety. When jogging or running during periods of darkness or reduced visibility, pedestrians, riders on roller skates/blades, non-motorized scooters, skateboards, or other non-motorized vehicles or toys, including bicycles, will wear a reflective vest or belt, or a highly visible item or garment. The reflective vest, belt, or garment will be worn above the waist. Bicycles are required to have a working headlamp and tail lamp illuminated during hours of darkness. Safety helmets must be worn while operating bicycles on Pope AFB.

5.2.3.1. Riders on roller skates/blades, scooters, skateboards, or other non-motorized vehicles or toys (except bicycles) are considered pedestrians and may not operate on the roadways on-base except in base housing and on the designated jogging trail. Additionally, individuals must wear safety helmets while on roller skates/blades, non-motorized scooters, skateboards, or other non-motorized vehicles or toys, and are encouraged to wear wrist, elbow, and knee protection.

5.2.3.2. Bicycles will be operated as near to the right side of the roadway as practical, except when making a left turn. Bicycles will not be operated on sidewalks (**EXCEPTION:** Children riding bicycles on Armistead Street and in base housing may ride on the sidewalk to avoid traffic.) Bicyclists on sidewalks must yield to pedestrians and obey pedestrian traffic rules at intersections. Parked bicycles must be off the sidewalk so as not to interfere with pedestrian traffic.

5.3. Pet Control. No more than two pets are allowed. They must be registered at the Veterinary Animal Clinic, Bldg. 2-740, Reilly Street, Fort Bragg, 396-9120. Pets will be leashed when outside of your home or in a fenced yard. You must ensure cleanliness of your pet's area to control and prevent vermin infestation. Feces will be picked up daily. Do not let your pet become a neighborhood nuisance because of excessive barking and invading the privacy of others. Stray pets should be reported to the Security Forces Desk, 4-2800.

5.3.1. Farm, ranch, or wild/hybrid animals are prohibited. Breeding or raising of animals in military family housing for shows or commercial purposes is prohibited unless approved by the Support Group Commander. Also, operation of commercial type kennels in government quarters is prohibited. Questions should be addressed to the Housing Management Office, 4-4867.

5.4. Parking. There is only one parking space allocated to each housing unit due to limited space. Visitors and additional vehicles must be parked in unassigned available space, on the even numbered side of the street. Be reasonable and considerate and talk to your neighbor when problems or misunderstandings occur. Do not park automobiles, motorcycles, house trailers, utility trailers, campers, or boats on lawns or communal grounds in the housing area.

5.5. Repair Work. With the exception of checking engine fluid levels, vehicle maintenance will not be performed on any vehicle within the housing complex. This includes oil changes, removal of transmissions, brake changes, and stripping of paint, painting of vehicles, etc. The Auto Skills Center or an off base location must be used for automotive repair work. This not only maintains the desired appearance in the housing areas, but is also considerate of your neighbors.

6. Special Climatic Situations.

6.1. All sponsors receive a detailed instruction with specific guidelines and instructions on actions taken in the event of a disaster or other emergency. Be sure to familiarize yourself with its contents.

6.2. You should be concerned when you hear a 3-5 minute steady tone or blast on the warning siren. This means an emergency condition such as a hurricane, tornado or flood is expected. See [Attachment 3](#) for checklist.

6.3. Severe Cold Weather. Normally, this area does not have much severe freezing weather, however, certain precautions are necessary during the cold weather period or when you are away from your home due to leave or TDY. To prevent property damage in case of a hard freeze:

6.3.1. Heat should be left on (temp setting 60 F)

6.3.2. Water faucets running (i.e., match stick stream)

6.3.3. Open kitchen cabinet doors under sink to allow warm air to circulate

6.4. Notify the Housing Management Office of expected absence and name of person designated to be responsible for your unit during any absence. Also provide that individual with a key in case entry is required to repair weather damage.

7. Potpourri.

7.1. Lawn/Garage/Carport Sales. Individuals may have lawn/garage/carport sales at their assigned residence for a specific date and time only. A written request to the Housing Management Office will be approved on a case-by-case basis. The number of yard sales per year will be limited to one, plus one just prior to a PCS move. Base appearance and common courtesy to other military family housing occupants are the key elements to be considered. Signs may be displayed on the day of the sale in front of your unit. **Do not attach to telephone or road sign poles.**

7.2. Lawn Award Program. Each month, during the spring and summer months, a home is selected as "Lawn of the Month" for each housing area. This consists of one officer and one airman for Cardinal Heights and one airman for Hillcrest and Ethridge, and one airman for Woodland Heights. The win-

ners have a sign placed on their front lawn until a new winner is selected. At the end of the summer, a home in each area is selected and awarded Lawn of the Year Award. Recipients receive a "Lawn of the Year" certificate and plaque to be presented at a later time at a Wing Stand-up. Winning occupants also receive free pizza, car wash, free golf or bowling and a gift certificate from the local exchange.

7.3. Business Enterprises. Some businesses for profit may be conducted from your military family housing unit. Any such enterprise must be requested in writing to the Support Group Commander through the Housing Management Office. Contact the Housing Management Office for additional information and guidance. Examples of businesses that are prohibited are: Auto repair service, dog kennels, insurance and real estate sales, beauty parlors and gift shops. Persons engaged in activities, which may be borderline, should check with the Housing Management Office or the Staff Judge Advocate.

7.4. Solicitation in Military Family Housing. Solicitation, fund raising, scout activities, school sales, etc., require prior approval of the Support Group Commander requested through the Housing Management Office.

7.5. Waterbeds. Installation of waterbeds will not be allowed without specific approval of the Housing Management Office on an AF Form 332. Occupants will be responsible for any damage caused by the use of a waterbed.

7.6. Swimming/Wading Pools. Only above ground swimming pools are authorized with a maximum size of 6-feet in diameter, 18 inches deep with no more than a 15-inch water level. Pools should be emptied when not supervised. It is suggested you contact the base legal office regarding liabilities before installing a pool. A tight fitting cover to keep children out, and a 4-foot high chain link fence will be installed around the perimeter of the quarters to prohibit unauthorized and unsupervised use.

7.7. Decorations. Only screw eyehooks and sealing compound are to be used when securing decorations to the metal/vinyl siding. Screw eyehooks and sealing compound are available at the self-help store. Attachment of decorations to the roof by nails, screws, or staples is strictly prohibited. Occupants will be responsible for any damages caused by installation or removal of decorations.

7.8. Trampolines. Trampolines must be within a privacy fence to prevent unauthorized use. Trampolines at the homes of Day Care Providers must be turned over when other children are present. Use of trampolines for physical education, gymnastics and other similar activities require careful adult supervision and proper safety measures.

7.8.1. Trampolines should not be used for unsupervised recreational activity.

7.8.2. Competent adult supervision and instruction is needed for children at all times.

7.8.3. Only one participant should use the trampoline at any time.

7.8.4. Spotters should be present when participants are jumping.

7.8.5. The trampoline-jumping surface should be placed on level ground.

7.8.6. The supporting bars, strings and surrounding landing surfaces should have adequate protective padding.

7.8.7. Place the trampoline away from structures and other play areas.

7.8.8. Trampolines should be checked periodically for wear and tear of springs, support beams and trampoline surfaces and repaired accordingly for safety reasons.

7.9. Reminders of what is not Permitted in Base Housing.

7.9.1. Hot tubs

7.9.2. Window air conditioners

7.9.3. Closed in carports

7.9.4. Outdoor pools other than specified in this instruction

7.9.5. Large TV satellite dishes and external TV antennas

7.9.6. Parking on patios, grass, etc.

7.9.7. Kerosene heaters

7.9.8. Playground equipment, tents, etc., in front yard

7.9.9. Utilities will not be connected to recreational vehicles unless being used for supplemental living space for guests for a limited time (i.e., weekends and holidays). Periods of a week or longer require approval of the Support Group Commander.

8. Self-Help Work.

8.1. The Civil Engineers Self-Help Store will authorize self-help work in military family housing if proposed work is relatively simple and is primarily for occupant benefit. Normally, a self-help project is to improve living conditions. Self-help work must not generate additional maintenance or repair costs. For example, if your home has aluminum siding covering the overhang or carport ceiling, do not, REPEAT, do not drill holes, and drive nails, etc., in the siding for a self-help project.

8.2. Requesting Self-Help Work. All self-help work you do on the quarters and its grounds require authorization by an approved AF Form 332, submitted to Civil Engineers Self-Help for approval. No work should be accomplished until the procedures have been followed and approval received. The exception is routine "homeowner" maintenance, i.e., planting grass, flower gardens or other similar landscaping (vegetable gardens require approval), if it conforms to the overall base development plan. The requester normally provides self-help materials and labor. "Homeowner" maintenance materials may be obtained from Civil Engineers self-help store, 260 Boxcar Road. The following is a list of self-help work, which may be authorized by AF Form 332. Inclusion in this list DOES NOT mean that such work will be approved. Each request will be considered on its own merit and current policy.

8.2.1. Fences, screens and yard dividers. Erection of fences in the family housing area is highly controlled and standardized to preserve an attractive appearance of the area. Nothing detracts from the appearance of a community more than unsightly, poorly constructed fences. Yet, we recognize that many people want fences to contain their children and pets; therefore, fences of authorized types are permitted, on a self-help basis, at no expense to the government.

8.2.1.1. Fences. Chain link fences will be installed in backyards only and not connect to or extend beyond the end of the dwelling unit and no further back than 50-feet or halfway between dwellings, whichever is less. Fence material will be of galvanized steel, wire size 11 gauge or larger with 2" mesh. Fence will be 4'x 4'. Fence wire twists will be pointed toward ground and taut. Corner posts and gate will be set in concrete, with middle posts no further than 8' from other posts. Post size at gate, corner, or end shall be 2 1/2" OD or larger. Intermediate post size shall be 1 5/8" OD or larger. Top rail size will be 1 3/8" or larger. The fence can-

not be connected to a neighbor's fence, except at the same duplex to separate yards. Fences will be kept taut. Grass and debris of all kinds lodging against the fence must be removed. If not properly maintained, it will be removed. If relocation is required for improvement or maintenance, all materials will be removed. You must correct any damage to the lawn not later than 30 days prior to termination. Normally, the damage can be corrected by filling the holes, leveling and reseeding the filled area with grass seed suited for the season.

8.2.1.2. Storage Sheds (Limited to One). The building must be commercially purchased and be made of metal and/or wood construction, not exceeding 10"x12" and anchored. It will be located in the backyard, at least 15' from the house, at least 5' from the fence, at least 10' from utilities, and not extended beyond backyard boundary or the end of the quarters. It will contain no electrical wiring. Exterior will be subdued earth tone colors that blend with the neighborhood. In case of future improvement or maintenance to grounds, the occupant will relocate the building. Lawn will be leveled and seeded upon termination. If building is in adequate condition, the housing office may grant approval for turnover to next occupant.

8.2.1.3. Flags. An American flag has been provided for each housing unit. Flags must be respected in compliance with official display procedures, and when it is in such condition that it is no longer a fitting emblem for display, it should be turned into Housing Management office for proper retiring. State flags may be attached with pole mount. The mount must remain upon termination.

8.2.1.4. Playhouses (Limited to One). Will not exceed 6' x 8' and will be anchored. Exterior will be subdued earth tone colors that blend with neighborhood. It will be in the backyard, at least 15' from the house, and at least 5' from the fence, at least 10' from utilities, and not extended beyond backyard boundary or end of occupant dwelling. Will have no electrical wiring. In case of future improvement or maintenance to grounds, the occupant will relocate the building. Lawn will be leveled and seeded upon termination. If playhouse is in adequate condition, the housing assistant may grant approval for turnover to the next occupant.

8.2.1.5. Basketball Goals. Basketball goals will be located on a pole beside the driveway 10' from front of unit and 2' out from driveway. Installation of a basketball goal does not relieve occupants of the responsibility of maintaining grass along the driveway. Occupant will remove the basketball goal if not properly maintained. If relocation is requested for improvements or maintenance, all materials (pole, concrete, etc.), will be removed, hole will be filled, soil leveled and seeded. Upon termination of quarters, basketball goal, pole and concrete will be removed, hole filled, soil leveled and seeded.

8.2.1.6. Satellite Dish. The 18" satellite dish is the only dish that will be permitted in base housing. ALL SATELLITE DISHES MUST BE PLACED IN THE BACKYARD! The dish must be placed so that the antenna is not visible from the street in front of the house. The satellite dish cannot be permanently attached (i.e., nailed, screwed, welded, glued) to any government property. The suggested method of installation is in the backyard on a 4' pole. Take AF Form 103, **Base Civil Engineering Work Clearance** to CE Operations at 4-2276 for a digging permit (form may be obtained at the housing management office). The government will bear no expense or liability for assembly, disassembly, theft, vandalism, or damage caused by the acts of God to the installed equipment. Upon termination of quarters, the grounds will be returned to the original condition, to include filling the holes and seeding the grass.

8.2.1.7. CB Antennas. Mast will be metal, securely anchored, not attached to dwelling, but attached to clothesline posts or standing within backyard boundary. It will be installed a minimum of 10' from high voltage electrical lines. No holes will be drilled through roofs, windows, doors, door casing or siding to insert antenna leads. Modulation will not interfere with TV or radio reception. Grounding will be copper wire AWG size 9 or larger, and connect by screw type clamps to metal mast in direct contact with the earth. Mast will be strong enough to carry additional weight, with allowance for wind, vibration and ice conditions. Occupant will remove antenna and mast if not properly maintained, and relocate for improvements to grounds or maintenance. All materials (concrete, guide lines, etc) will be removed. Upon termination of quarters the lawn will be leveled and seeded.

8.2.1.8. Clothes Line. Umbrella type only (available in Self-Help Store)

8.2.1.9. Vegetable Gardens. These must be small (maximum of 30 sq. ft) and not visible from the street. Garden areas must be leveled and reseeded not later than 30 days prior to termination of quarters.

8.3. Standards and Specifications. The standard for each authorized self-help project (i.e., fence, CB antennas, etc.) is available at the Housing Management Office on pre-printed AF Form 332s. Periodic inspection must be accomplished while work is in progress. Inspections can be scheduled by contacting the Self-Help Store, 4-2378. A certified electrician will only do electrical ground wiring.

8.4. Painting Interior Walls. Requires an approved AF Form 332, before painting is begun.

8.5. Lights Containing Mercury (LCM) or Fluorescent Bulbs. Turn in all spent LCM (fluorescent bulbs) to Self-Help Store. Residents can get hard-to-find bulbs from Self-Help. All others may be purchased from local retailers. Residents must purchase low mercury LCM whenever available. Low mercury bulbs are visually recognized by their green end-caps.

8.6. Disposition of Improvements. Self-help work installed by an occupant must be removed before final termination unless accepted, in writing, by the incoming occupant or the Air Force. When removing self-help work, your house or area must be restored to original condition. Ask your housing representative at your pre-final inspection.

DO NOT DO SELF-HELP WORK
WITHOUT KNOWING THE
STANDARD AND HAVING PRIOR APPROVAL

9. Termination of Military Family Housing.

9.1. Giving Notice. The best time to start thinking about moving out is when you are moving in. We require 40 days notice of your vacating (short notice PCS accepted). Earlier notice is desired whenever possible. Less notice will be accepted during short notice personnel actions. Please provide one copy of PCS, separation or retirement orders to the Housing Management Office as soon as possible.

9.2. Pre-Final Inspection. Upon notification to terminate you will be scheduled for a "Pre-final Inspection" to be conducted by our housing inspectors at which time you will be briefed regarding your requirements. The housing representative also identifies normal maintenance to be accomplished and damages above fair wear and tear. You will be given a cleaning checklist with your individual

cleaning needs. If you choose to use a contract cleaner, a listing is available at the Housing Management Office.

9.3. Final Inspection. This is not a “white glove” inspection, however, the house and grounds must meet standards identified at your pre-inspection. The final inspection ensures that the standards of cleanliness are met and identifies additional maintenance needs. If you fail your final inspection, you should contact the Housing Management Office at 4-4867 and schedule a reinspection as soon as the housing inspection schedule permits. If you need a substitute to attend the final inspection, you must appoint a military member by power of attorney and submit it to the Housing Management Office prior to final termination. If you are separating or retiring, you must attend the final inspection yourself. The 43 CES/CEH Flight Chief will conduct final inspections for E9 through 07. THE RESPONSIBILITY FOR FINAL CLEARANCE OF MFH RESTS SOLELY WITH THE OCCUPANT.

FIRE DEPARTMENT (TECH SERVICES)	394-1435
TO REPORT A FIRE	911
CELLULAR PHONE FIRE/RESCUE	394-0911
AMBULANCE	911
HOSPITAL APPOINTMENT DESK	394-2714/2715
EMERGENCY	911
CRIME STOP	911
BASE LOCATOR	394-4822
MFH MAINTENANCE CONTRACTOR	436-1181 / 1-800-947-2136
HOUSING MANAGEMENT OFFICE	394-1005/1842
CE SERVICE CALLS	394-2821
SELF-HELP STORE	394-2378
THIS INSTRUCTION MUST BE RETURNED	
TO HOUSING MANAGEMENT	
DURING YOUR FINAL INSPECTION	

WINFIELD W. SCOTT III, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 23-220, *Reports of Survey for Air Force Property*

Abbreviations and Acronyms

AFB—Air Force Base

AFMAN—Air Force Manual

AWG—American Wire Gage

CB—Citizens' Band (unlicensed amateur radio)

CEH—Housing Flight

CES—Civil Engineering Squadron

CO—Carbon Monoxide

HURCON—Hurricane Conditions

LCM—Lights Containing Mercury

MFH—Military Family Housing

MILCON—Military Construction

MPH—Miles Per Hour

MWR—Morale, Welfare, & Recreation

OD—Outside Diameter

PCS—Permanent Change of Station

QAE—Quality Assurance Evaluator

RADAR—Radio Detection And Ranging

RV—Recreational Vehicle

TDY—Temporary Duty

TV—Television

USC—United States Code

Attachment 2

ITEMS AVAILABLE TO HOUSING RESIDENTS FROM THE SELF-HELP STORE

AERATOR	AA131C	Faucet
ANCHOR	AA767U	Zip-it Nylon
BAR BAR BARK	AA056G AAB023Y AA007G	Towel Chrome Barrell 6" Pine Nuggets
BLIND	AA008R	Venetian 72"X50"
BLOCK	AA093P	Splash Concrete
BOX, MAIL	AA998N	Black enamel finish
BRACKET SHELF BUTTON, PLASTIC CAP	AA001J AA001Z AA003N	6" X 8" Black or gray Doorbell Holds Globe in place
CAP CAULKING	AA409W AA121N	Prevents electrical shock White Tub and Tile Caulking
CHAIN	AA005V	Brass, Door
CHAIN, FAN CHAIN, FAN CLAMP CLEANER, FLOOR CLEANER, WOOD CLOSER COMPOUND COVERS CURTAIN	AB020W AB020X AA998Y AA998Z AB078M AA052H AA063P AA026Z AA365F	White 8" Brown, 8" Exhaust Spray, hardwood Liquid, hardwood Pneumatic Glazing Ivory Toggle Shower, White
DETECTOR DISH, SOAP	AA039K AA0748C AA005Z	SMOKE CARBON MONOXIDE Chrome, 3 X 5
DROPCLOTH	AA056F	9'X12' Used for Painting
DRYER	AA002E	Outdoors Line Clothes Dryer
FILTERS	AA004N	Aluminum Exhaust for Ranges/Disposable
FILTERS	AA041I, AA072U	14"X24"(standard) 25"X20"(standard)
FIXTURES	AA003S AB023V AB030W AB030G	Antique brass, light Black, garage Black, porch Ceiling fan

FLAG, US GLOBE	AA727X AA005L, AA755B	Nylon 6" High Fitter and Ceiling Fans
HANDLE	AA129K	2" Silver, Lawn
HANGER	AB0127T	Plastic wall mount
HEAD	AA118Z, AA998B/C	Shower Head
HERBICIDE HOLDER	AA990L AA005K, AA004A AA745I	Round Up Toilet Paper Toothbrush Shower Rod
HOSE SPRAYER	AA463Z	Assembly for Kitchen
INSECTICIDE	AA016X AA348R AA461J AA474C	Roach Ant Wasp Freeze Crawling & Flying
KIT	AA137W AA280Y	Roller Paint Kit Pendant Swag Lamp
KNOB LATCH	AA004R	For Stoves Aluminum Storm Door
LEVER	AA129S	Trip Lever for Commode Tank
LANDS TIMBER NAILS PANS	AA006V AA253G AA399P, AA499Q	8' lengths Spikes for Timber 7 1/2" & 9 1/2" Chrome
PINE BARK ROLLER	AA005G	Behind the school Plastic Toilet Paper Roller
SCREEN	AA062F	Nylon Window Screen
SEAT SPACKLING STOP	AA116U AA058H, AA058I AA063E	White Toilet Seat Pint or Quart 3" Brass with Rubber Tip
STOPPERS STRAINER TOP SOIL	AA128G, AA128J AA098R, AA128S AA095J	1 1/2" and 1 1/4" Kitchen Sink Behind School
TRAP	AA0071	Rat and Mouse Glue Traps
VALVE	AA747R/AA121E	Repair Kit for Toilets
WEATHERSTRIP	AA060F AA063A, AA063B	Foam Aluminum Doors

Attachment 3**HURRICANES/TORNADOES/FLOODS CHECKLIST**

A3.1. Hurricanes. A hurricane is a circular storm with winds of 74 mph or higher. One unique characteristic of a hurricane is a relatively calm center called the “eye”. These storms build-up power and momentum over water, but quickly diminish over land. Hurricanes are most common during the August-September time frame but June through November is considered the Atlantic hurricane season. The most powerful hurricane in recent history is Hurricane Andrew. Andrew had winds over 190 mph when it hit Homestead AFB. Two notification systems used for hurricanes are watches/warnings and hurricane conditions (HURCONs).

A3.1.1. Watches/Warnings. A watch indicates a hurricane has developed and the local area may be affected within 72 hours. A warning indicates a hurricane may affect the local area within 12 hours.

A3.1.2. HURCONs. HURCONs are used at Pope AFB to provide a more detailed indication of the hurricanes arrival. HURCON 1 is the same as a warning. HURCON 2 through 5 is the same as the watch.

A3.1.2.1. HURCON 5. Readiness conditions declared by 43AW/CC.

A3.1.2.2. HURCON 4. Winds of 50 knots or more are expected within 72 hours.

A3.1.2.3. HURCON 3. Winds of 50 knots or more are expected within 48 hours.

A3.1.2.4. HURCON 2. Winds of 50 knots or more are expected within 24 hours.

A3.1.2.5. HURCON 1. Winds of 50 knots or more are expected within 12 hours.

A3.1.3. Hurricane Safety Rules. Due to the nature of the hurricane and the warning systems, you will normally have plenty of time to prepare for the storms arrival. DO NOT wait until the last minute to prepare, you may be recalled to prepare your work area for the hurricane. The following actions should be taken during HURCON 2 through 5.

A3.1.3.1. Store drinking water in clean containers (i.e., jugs, bottles, sinks, bathtubs, etc.).

A3.1.3.2. Ensure you have enough non-perishable food for a minimum of 1 week.

A3.1.3.3. Prepare disaster supply kit to include the following items: flashlight with extra batteries, battery operated portable radio with extra batteries, first aid kit, and essential medicines.

A3.1.3.4. Keep your automobile fueled.

A3.1.3.5. Secure or place indoors, all loose objects located outside. This includes garbage cans, lawn furniture, garden tools, signs, and other movable objects that might be blown or washed away.

A3.1.3.6. Remain indoors away from windows, skylights and glass doors during the hurricane unless absolutely necessary.

A3.1.3.7. If advised to evacuate area, follow directions of local authorities.

A3.1.3.8. Leave beaches and low-lying areas that may be swept by high tides leave early; don't run the risk, of being marooned.

A3.1.3.9. Be aware if damaged utilities (leaking gas lines, exposed electrical lines, etc.). Know the location of power cut off switches. Report damages to the Civil Engineer Damage Control Center, 4-4182.

A3.2. Tornadoes. A tornado is a violent rotating column of air accompanied by destructive whirling winds that descend in a funnel shaped cloud. Winds within the funnel average 300-500 mph. Tornadoes are often accompanied by thunderstorms, which can make them difficult to detect. The winds have a distinctive roar, which can be heard from several miles. Tornadoes are most common during the spring but can occur at any time. Notification of a tornado is done through watch/warnings.

A3.2.1. Tornado Watch. Indicates that conditions are right for a tornado to occur. When you are notified of a tornado watch, monitor your radio or television for more information. You should also be on the lookout for tornadoes.

A3.2.2. Tornado Warning. Indicates that a tornado has been sighted. When a tornado warning is declared in your area, the following should be done.

A3.2.2.1. When indoors, take cover in a small room or closet in the center most portion of the building you are in.

A3.2.2.2. If outside, take cover in the nearest depression, such as a ditch, culvert or ravine.

A3.2.2.3. Do not remain in a trailer or mobile home. Occupants of mobile homes should pre-select a suitable shelter, which they can quickly go to in the event of a tornado.

A3.2.2.4. Avoid buildings/rooms, which have a high, poorly supported roof such as auditoriums and gymnasiums.

A3.3. Floods. Floods are overflowing bodies of water. They often accompany other storms when precipitation occurs. Floods can occur at any time, but are most common during the spring when snow and ice is melting off the mountains and heavy rains. Notification of impending floods is done through warnings.

A3.3.1. Flood Warnings. This is a forecast of impending floods and is distributed to the public through radio, television and local government emergency forces. This warning will normally provide information on the expected severity of the flood and the bodies of water associated with the flooding and expected time and location of flooding.

A3.3.2. Flash Flood Warning. This warning is the most urgent type of flood warning. It is transmitted the same way as the flood warning. The local government will provide more specific information and instructions. If you receive a flash flood warning, speed is of the essence when taking steps to safeguard yourself and loved ones.

A3.3.3. Flood Safety Rules:

A3.3.3.1. Store drinking water in containers.

A3.3.3.2. Monitor radio and television for information.

A3.3.3.3. If living in low-lying areas, evacuate to higher ground as soon as possible.

A3.3.3.4. Turn off utilities.

A3.3.3.5. Keep your automobile fueled.

A3.3.3.6. Do not attempt to cross a flowing stream when water is above your knees, even if you are in your vehicle. The current may be strong enough to sweep you away.